

RQ-2



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

January 28, 2004

Russell Vert, Treasurer  
Human Rights Campaign PAC  
1640 Rhode Island Avenue NW  
Washington, DC 20036

**Response Due Date:**  
**February 27, 2004**

Identification Number: C00235853

Reference: September Monthly (8/1/03-8/31/03), October Monthly (9/1/03-9/30/03)  
and November Monthly (10/1/03-10/31/03) Reports

Dear Mr. Vert:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the